

January 30, 2015

Job Posting

Position: Medical/Clerical Assistant Department: Madison County Health Dept.
Work Schedule: 8:00am-4:00pm, M-F FLSA status: Non-exempt
(Some evening availability is required)
Job Category: COMOT (Computer, Office Machine Operation, Technician)

Incumbent serves as Certified Medical Assistant, supporting patient care and general office functions at Madison County Health Department clinics.

Duties:

Greets patients and the public, distributes patient intake forms, completes patient intake and conducts initial interview and triage.

Sets up and prepares exam rooms, cleans exam rooms after clinics, completes light cleaning/sanitation of general office and patient care areas as needed.

Retrieves patient charts, collects necessary information (via letter, fax, or telephone), and documents new information.

Contacts patients with positive test results, schedules appointments for treatment, distributes TB results cards, and provides education to patients as needed.

Conducts urine/blood sampling (phlebotomy), processes lab samples (Limsnet and mailing procedures), administers and reads TB skin testing (with ALA certification and Nursing Supervisor approval).

Checks I-NEDSS and LimsNet daily for new notifications, updates on open cases, and published test results.

Classifies conditions (acute vs. Chronic) based on ISDH case definitions and submit for case review, completes and submits Communicable Disease Reports.

Answers phones and provides general clerical support, including file management.

Completes medical supply inventory/ordering as requested by supervisor.

Performs related duties as assigned.

Requirements:

High school diploma or equivalent and Certified Medical Assistant certificate, preferred candidates will possess ALA certification, and at least six months experience working in a medical environment.

Job Descriptions available upon request.

Interested candidates should submit a signed cover letter, resume, at least three professional references, and proof of CMA certification to:

Human Resources, 16 E 9th Street, Suite 101, Anderson IN 46016 or
<http://madisoncty.com/HumanResources.html>

The deadline for submission is Thursday, February 12, at 4:00PM.

Madison County Government is an Equal Opportunity Employer